

ADMINISTRATIVE SECRETARY

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DEPARTMENT: Circuit Court Judge

NATURE OF WORK:

Performs advanced secretarial and paralegal work for the Circuit Court Judge. Work is performed in a complex setting, deals on a continuing basis with sensitive or controversial matters, and has continual public contact.

Work involves the exercise of initiative, sound judgment, and discretion in the performance of duties. Assignments are in the form of general outline or desired results, with methods and routines expected to be developed and implemented as appropriate. Work is performed under managerial direction and is reviewed through conferences, reports, and analyses of results obtained.

ESSENTIAL FUNCTIONS OF THE JOB:

Works frequently with other Judges, attorneys and their staffs in scheduling all civil hearings. Provides a daily schedule for the Sheriff's department so that bailiffs are available for the courtroom. Provides all scheduling information to the Circuit Court Clerk's Office for Case Management.

Works with Office of the Executive Secretary of the Supreme Court in scheduling Judge Designates and in Medical Malpractice cases. Also works with Judge Designates in scheduling cases and providing necessary documents from Court files.

Attends Docket Call proceedings. Takes notes of dates civil trials are scheduled and updates court calendar.

Works closely with Jury Administrator in Sheriff's Department to keep her updated as to status of civil jury trials and need for jurors. Notifies Clerk's Office of any changes in status of civil jury trials.

Schedules Medical Malpractice Panels, working closely with Judge, attorneys, and professional panel members, to establish timetable for various deadlines and date for panel to convene.

Retrieves files from the Clerk's Office and reviews civil files for the Judge prior to civil hearings. Determines if proper procedures have been followed. Ensures that the file is in order or notifies the Judge of any problems or deficiencies.

Reviews divorce decrees, support and custody orders, adoption and name change orders with and for the Judge to ensure conformity with the Code of Virginia. Notifies Judge of any problems or deficiencies. Prepares memorandums and/or makes telephone calls notifying attorneys of irregularities for which the Judge requires correction.

Drafts court orders and does some paralegal research at the Judge's discretion.

Attends criminal court proceedings. Takes notes of proceedings and records pleas, findings, and sentences. Identifies evidentiary exhibits by affixing tags; takes custody of real evidence and records chain of custody. Swears court reporter, witnesses, and jurors.

Cross-trains with Legal Assistant. Attends criminal proceedings and performs general court functions as required.

Plans and organizes office work flow activities to meet unit objectives in a timely manner.

Evaluates and modifies work procedures and methods to ensure quality, effectiveness, and efficiency of operations.

Types correspondence, judicial opinions, and statistical reports and related office material into final format; types bulletins, manuals, narratives, and other documents requiring familiarity with technical terminology; assures conformity of office correspondence to established requirements and makes necessary changes in procedures as applicable. Drafts routine correspondence.

Conducts extensive clerical research and completes data for administrative and public reports, bulletins, questionnaires, and other documents; performs directed analysis; drafts specific sections of statistical reports and verifies data; has frequent contact with the public and other organizational members and county departments, especially with other offices within the Williamsburg-James City County court system, in the collection of data or the coordination of efforts that serve mutual interests and objectives or the transmittal of public information, particularly as it related to the courts.

Schedules all civil hearings and meetings, including coordinating arrangements for courtrooms sound system equipment for the hearing impaired as needed.

Maintains general and employee personnel files, sets up new files, files and retrieves information.

May take complex dictation and notes of meetings; keeps official records and reports; prepares correspondence for supervisor's signature; makes travel arrangements; maintains appointment calendar.

Maintains records of budget expenditures; prepares budget documents in accordance with prescribed procedures; completes budget transfer requests as needed; prepares department annual budget.

Screens incoming calls and correspondence and refers to appropriate staff for action; assembles relevant attachments or notes for instruction or disposition; responds to routine inquiries regarding established policies and procedures.

Makes appointments for Judges; prepares agendas and daily court calendar for Judge.

Applies knowledge of microcomputer and advanced software applications.

Develops and administers operating records, and coordinates activities with other courts within circuit, department or outside agencies and departments, as appropriate.

Examines and compares data for verification or discrepancies; reconciles errors and ensures accuracy and consistency of data processed; maintains office statistics.

Establishes control procedures for document handling and storage and develops data collection and records systems along with procedures for control, storage and purging of documents in accordance with applicable laws and regulations.

Coordinates Americans with Disabilities Act compliance for the courthouse; formulated policy statement and ADA grievance procedure; is contact person for grievances by public.

Maintains inventory of Judge's law library, including Code of Virginia, as well as office supplies and equipment; prepares purchase requisitions.

Administers Office account (funded by State) for purchase of legal books and materials.

Performs work safely in accordance with departmental safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to supervisor.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates general office equipment, including computer keyboard, telephone, copier, and typewriter.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of standard office practices and procedures, equipment, and its application to the area of assignment.

Thorough knowledge of judicial office operations and organization.

Considerable knowledge of County and department policies, procedures, rules, and regulations.

Considerable paralegal knowledge of the Code of Virginia as it applies to adoptions, name changes, divorce, custody, and support proceedings.

Ability to make independent decisions in accordance with established policies and procedures.

Ability to learn and use specialized language and technical terms.

Ability to work under pressure, doing work in accurate and timely manner.

Ability to prioritize, organize, and perform work independently.

Ability to make independent decisions in Judge's absence.

Ability to take dictation and transcribe accurately at a reasonable rate of speed.

Ability to operate general office equipment, word processing equipment, and microcomputers as required to accomplish the work assigned.

Ability to establish priorities and organize group activities that maximizes use of available resources and time management.

Ability to monitor the daily developments and progress of work performed and to modify or initiate corrective action, as appropriate.

Ability to establish and maintain effective working relationships with coworkers, attorneys, and the public.

Ability to deal with public relations problems courteously and tactfully.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent; including or supplemented by college or business school courses in secretarial science and paralegal training; and extensive experience in highly responsible clerical and office work in the legal profession, which shall have included paralegal work; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.